

Premium Pay for Workforce Recruitment and Retention Grant Program

Grant Reporting

Webinar for Grantees

September 19, 2022

Agenda

- Financial Reporting
- Evaluation Reporting
- Returning Unspent Grant Funds
- Upcoming Webinars
- Your Questions

Financial Reporting Overview

- Financial reporting includes 1) entering the amount of funding spent in the online data field, 2) uploading supporting documentation of incurred, eligible expenses and 3) uploading a completed attestation document.
- Reporting should be submitted through the online portal.
 - <https://vermont.force.com/economicrecovery/s/ahs-wrrg-login>
- Go to your dashboard and click on the “Spending Reports” button next to your application.
 - This will only be visible during the reporting period.
 - This will not be visible after you have submitted your report.
- You may not make changes to the report after you have submitted it.
- If you experience a problem, please email: ahs.workforcegrant@vermont.gov.

Financial Reporting - Attestations

1. The Grant Awardee confirmed that Premium Pay from this grant program was only given to Eligible Employees who a) met eligible worker requirements and b) performed essential work, and c) Premium Pay responded to Eligible Employees performing essential work during the COVID-19 public health emergency.
2. The Grant Awardee confirmed that Premium Pay from this grant program was only given to Eligible Employees who met at least one of the following criteria: i) The Eligible Employee's total wages and remuneration, including the Premium Pay, is less than or equal to 150 percent of the greater of such Eligible Employee's residing State's or county's average annual wage for all occupations as defined by the Bureau of Labor Statistics' Occupational Employment and Wage Statistics; OR ii) The Eligible Employee is not exempt from the Fair Labor Standards Act overtime provisions (29 U.S.C. 207); OR iii) The Eligible Employee meets employee classification criteria because they provide direct care and is one of the types of workers specified in the Program Guidance.

Financial Reporting – Attestations (continued)

3. The Grant Awardee confirmed that Premium Pay for every Eligible Employee did not exceed \$13 per hour, in addition to wage or remuneration the Eligible Employee otherwise receives.
4. The Grant Awardee confirmed that the Eligible Employer did not pay more than \$25,000 in combined Premium Pay grant funds (from this program, Hazard Pay, etc.) to any single Eligible Employee.
5. The Grant Awardee confirmed that Premium Pay was only provided after work was performed and after the Eligible Employee committed to continuing employment with the Eligible Employer for at least one calendar quarter following receipt.

Subject to change – form will be posted this week

Financial Reporting for Grantees that Elected to Receive Quarterly Payments

- Data entered into the Quarterly Funding Spent data fields must only include amounts spent from the applicable quarter. Do not sum amounts spent across quarters.
- Failure to submit your quarterly reconciliation report on time may result in you not receiving your next quarterly payment until after the next quarterly reporting cycle.

Quarter #	Applicable Dates	Reporting Due Date
Quarter 1	7/1/22 - 9/30/22	10/14/22
Quarter 2	10/1/22 - 12/31/22	1/16/23
Quarter 3	1/1/23 - 3/31/23	4/15/23
Quarter 4	4/1/23 -6/30/23	7/15/23

Financial Reporting for Grantees that Elected to Receive a Single Lump Sum Payment

Time Period	Applicable Dates	Reporting Due Date
90 days	<i>90 days from the date on your grant award payment (check or ACH)</i>	10/14/22 or 104 days after your check date, whichever is later (Note: this is 14 days after the end of your 90-day period to spend the funds)

Note: You may receive a reminder email on 9/30 indicating that your report is due on October 14th, 2022. We are trying to correct this. Please note that it is due 14 days after the end of your 90-day period to spend the funds.

Returning Unspent Grant Funds

- If you have unspent grant funds after completing the final reconciliation report, then you must return the unspent grant funds to the address below within 30 days of submitting your final reconciliation report:

State of Vermont Agency of Human Services
Office of the Secretary Attn: AHS CO Accounts Payable
280 State Drive, Center Bldg
Waterbury, VT 05671-1000

- Checks must be made out to: State of Vermont Agency of Human Services
- Please include the grant # on the memo line of the check.

Evaluation Reporting – Timing and Method of Reporting

- Evaluation reporting will allow us to better understand the impact of the program such as the program's impact on vacancy rates.
- It must be submitted during the mid-point and end of the program.
- It should be submitted as follows:
 - For awardees who elected to receive quarterly payments, please submit evaluation reporting with your financial reconciliation reports and attestations through the online portal by 1/16/23 and 7/15/23.
 - For awardees who elected to receive a single lump sum payment, please submit evaluation reporting by email to ahs.workforcegrant@vermont.gov by 1/16/23 and 7/15/23

Upcoming Webinars

- October 6 – Office Hours, for your questions on financial reporting
- December 7 – Evaluation Reporting

Your Questions?

Additional information available at:

<https://humanservices.vermont.gov/recruitment-and-retention>